

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
OFFICE SPECIALIST	\$11.30/HR	1-8-2016

WEBER-MORGAN HEALTH DEPARTMENT - Environmental Health - Full-Time with Benefits

JOB SUMMARY Under the general supervision of an administrative superior, performs a variety of routine and specialized confidential clerical work requiring advance knowledge of interrelated department policies and procedures, data management, and documentation.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Handles the public through telephone and in person, routes phone calls, provides public information, etc. Performs computer input of daily, weekly and monthly data. Types letters, assembles form letters, keeps log books current, files as needed. Completes standard office forms, maintain records according to established methods and procedures, complies and tabulates data for records and reports, maintains inventories and orders supplies. Processes reports, certificates, applications, and other materials; examines for accuracy and completeness, makes additions or resolves discrepancies consulting with supervisor or other employees as appropriate. Accepts fees for payment; balances cash on hand against register receipts; prepares and balances deposit; makes simple mathematic computations. Operates office equipment as required. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND Three years of increasingly responsible experience in clerical work. Work experience must be appropriate to the position to be filled. OR Any equivalent combination of education and experience.

Considerable knowledge of modern office practices and procedures; considerable knowledge of grammar, spelling, and punctuation; considerable knowledge of the specialized duties required by the position. Ability to multi-task and learn quickly; Ability to perform complex clerical work requiring moderate exercise of independent judgment; ability to make mathematical computations rapidly and accurately; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the general public

SPECIAL QUALIFICATIONS Must have a drivers license and have a good driving record.

TOOLS AND EQUIPMENT USED Phone, personal computer including word processing software and spread sheet software; copy machine; fax machine; and calculator.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is generally quiet

POSITION CLOSES: JANUARY 22, 2016
COUNTY APPLICATION FORM MUST BE SUBMITTED TO:
Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340,
Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
DRUG & BACKGROUND TESTING REQUIRED